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TO : Chief, Organization & Methods
FROM : Chief, Medical Staff
SUBJECT: Revised T/O Approval

DATE: 30 June 1952

1. The T/O submitted herewith is that which I went over carefully with you some time ago. We both finally agreed it was sound.

2. You will recall that I said I would take the matter up with Wage and Classification for approval of grades, as they were about to make an examination of my office. This has been done, and the grades reflected on the attached T/O have been agreed to by Wage and Classification and myself.

3. The main change, as you will recall, is the establishment of the Psychiatric Division, approved by PRC action on 24 April 1952. The setting up of this division accounts for the net increase of five positions.

4. I should appreciate the early processing of this T/O, as I feel it imperative that the Psychiatric Division be established as soon as possible.


JOHN R. TIETJEN, M. D.

MO/JRT:sf (30 June 1952)

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CONCUR

Chief, Wage & Classification

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*Original memo of approval filed to
Chief O & M on 12 May 52*

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